

Department of Housing and Community Development (DHCD)

ASIAN AND PACIFIC ISLANDER INITIATIVE FY 2002 ACTION PLAN SUMMARY

Translation of Materials/Information

Objective 1: Translate information and outreach materials into Chinese and Vietnamese languages.

Office	Task	Start Date	Due Date	Funding Source	Person Responsible	Report Milestone
DHCD	Translate into Chinese and Vietnamese various DHCD program brochures (1) DHCD brochure: Brief description of the agency and its assistance programs. (2) The Housing Tenant Assistance Program (HTAP) brochure (3) The Home Purchase Assistance Program (HPAP) brochure. (4) The Homestead Housing Preservation Program. (5) The Single Family Home Repair Assistance Program.	August 3, 2001	October 26, 2001	Blanket Purchase Order acquired for brochure translation and interpreter services	Sonia P. Gutierrez - Fair Housing Program Coordinator	ALL Translations completed
	Edit translations for program accuracy.	January 2, 2002	January 31, 2002	Same	Same	In process
	Ready brochures for printing and send to printers for mass production	February 4, 2002	February 29, 2002	Administrative Services contract with GPO	Same	To be completed
	Distribute brochures to community-based organizations serving the Asian and Pacific Islander communities.	March 2002	On-Going	N/A	Sonia P. Gutierrez and the Strategy & Communications Office	

Comments: DHCD does not feel that these are the only documents that need to be translated? What other documents do they feel they need to translate? It seems that if they are done with their translation efforts, they are proceeding in the distribution efforts. *They seem to be doing such good work with the translations, I wish they would continue to do it.* Does DHCD plan to translate its works into Korean, or do they feel that the Korean community does not need these materials translated?

[illegible]

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Objective 4: Establish partnerships with community based organizations serving APAs.

[illegible]

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Objective 5: Conduct outreach to APA community.

Office	Task	Start Date	Due Date	Funding Source	Person Responsible	Report Milestone
DHCD	Continue to ensure the participation of Asian CBOs in its funding opportunities, the Notice of Funding Availability-NOFA. - Provide technical assistance to Asian CBOs and CDCs with the application process.	August 2002 if NOFA is advertised	December 2002	Residential & Community Services Department: CDBG funds	Vanessa Akins and staff	N/A
	Encourage participation of Vietnamese and Chinese CBOs in education and outreach activities offered by Housing counseling sub grantees which provide workshops on: tenant/landlord issues, home purchase counseling, and DHCD housing programs.	As Notification of Activities are publicized	On- Going	N/A	RCS Division -Strategy & Communications Office -Sonia P. Gutierrez, FH Program Coordinator	Asian organizations were encouraged and assisted in the 2001 NOFA process
	DHCD will provide simultaneous interpretations services where needed in the education of its programs and services.	As Needed	On-Going	N/A	-RCS Division -Strategy & Communications Office -Sonia P. Gutierrez, FH Program Coord.	N/A

Comments: How will DHCD provide simultaneous interpretations services when needed? Where does the funding for this come from?